

Saint Elizabeth University
Office of Accessibility Services and Residence Life

STEPS FOR EMOTIONAL SUPPORT ANIMAL

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Please read this entire form. You will be asked to log onto Clockwork to begin. Students may request an Emotional Support Animal if they have a qualified medical condition or psychological/medical/psychiatric /physical disability as defined by the ADA AA Americans with Disabilities Act Amendments Act (2008). The initial request is to be made with the Accessibility Services Coordinator by logging onto Clockwork [Click Here for Student Clockwork Link](#) and clicking on 'Online Intake' filling out the online form, and attaching requested documentation. After you submit your form, log into Clockwork and book an appointment and Accessibility Services will guide you through the steps below. **Please note** that animals may **not** be brought on campus until all required documentation has been received and you have received an email of approval from Accessibility Services with a signed agreement, signed by the student, Accessibility Services, Head of Security and the Director of Housing. All unauthorized animals in dorms will be considered pets and will be subject to removal by security. Unfortunately we are unable to process requests for animals that need heat lamps.

Before beginning this process please note that you will need the following documentation to complete a request for an Emotional Support Animal.

- Completed [Emotional Support Animal Physician Form](#), and any other supporting medical documentation supporting this request. (All Emotional Support Animals).
- Dog License
- Proof of up to date rabies shot.
- A note from your veterinarian that your animal is in good health and is not aggressive. The note should also state that they are up to date with all vaccinations appropriate to their species.

Please see the Steps to an Emotional Support Animal below.

Step 1

Click on this Clockwork Student Portal Link [Click Here For Student Clockwork Link](#) and click on 'Online Intake' and fill out the form. Then Click 'Online Student Forms.' and Click on 'Emotional Support Animal.' Fill out the digital form and the request will go into a queue.

Step 2

In Clockwork under 'Student Files' Upload the following files;

- Your completed [Emotional Support Animal Physician Form](#).
- Your dog's license
- Your dog's vaccination record which must include an up to date rabies vaccination.
- Veterinarian records on official letterhead that states that your animal is healthy, is not aggressive and is vaccinated appropriately according to their species.

Step 3

Use the same Student Clockwork link in Step 1 to log into Clockwork and click on 'Schedule an Appointment.' Accessibility Services will verify your documents and discuss your request at your appointment. Please specify if you would like an in-person or Zoom appointment.

Step 4

If you have a roommate they will be emailed a room mate agreement form to consent to the Emotional Support Animal. When there is a conflict of interests due to roommate's allergies, medical conditions or refusing consent, a medical single **may** be assigned if the Emotional Support Animal is approved.

After all needed documents are received and signed, Accessibility Services will email the student an Emotional Support Animal Agreement via Docusign. A picture of the Emotional Support Animal must be attached to the agreement. The agreement should be read in its entirety and will be signed in the following order.

- Student signs the agreement
- Accessibility Services Signs the agreement
- Head of security signs the agreement
- Director of Housing signs the agreement

All signatures will be signed using Docusign and no paper documentation will be given out except with the express permission of Accessibility Services. Exceptions may be given by Accessibility Services if it is determined that a

student needs a paper version due to their disability.

Step 5

Please note that the Director of Housing shall not sign any agreement until all aforementioned parties have signed. After all parties sign to confirm the approval, an email of the ESA Approval will be sent to all parties.

The approval and agreement is not valid without all signatures.

Step 6

After the official email approval is sent to all parties, the Accessibility Services Coordinator will add the student's name, room number, animal name and description to an Emotional Support Animal spreadsheet shared with the Director of Housing so that a record of approved ESA's are available at Housing for reference. The Director of Housing will give the student a sticker which must be affixed to the door of the dorm of the ESA owner for the Fire Department. This helps them locate your animal in an emergency.

Emotional Support Animal Rules

Please note before applying for an emotional support animal that the following rules will apply.

- Students will provide Accessibility Services with documentation of vaccinations, and a copy of the dog's license from the town their Emotional Support Animal resides.
- Please note rabies vaccine (must be a USDA licensed rabies vaccine, and current and up to date. Please note that if this is your dog's first dose of the rabies vaccine, that they are not considered "currently vaccinated" until 28 days after its initial dose. Please take this wait time into consideration. Your request cannot be approved until your dog is "currently vaccinated"
- The ESA must remain off campus until it is approved, otherwise it will be subject to removal by security.
- The ESA must wear a leash and collar with identification.
- Students must follow the guidelines as to where their ESA may go on campus as stated in the College ESA policy.

- An ESA is only allowed in the owner's Residence Hall. No other buildings. ESA is allowed in the Parlor/Lounge. EA is to be walked everyday, and away from the other buildings.
- The ESA must be housebroken, well groomed, odor free, and flea and tick free.
- Students are responsible for proper disposal of animal's waste.
- Dogs must use the designated area between O'Connor Hall and Founder's Hall where there is a bench and a garbage can.
- Students **MUST** pick up all waste with plastic bags (provided by the owner if none is available,) and use the designated garbage can for disposal.
- Students are responsible for any damage/ personal injury that their ESA causes.
- Students are responsible for any costs associated with cleanup or otherwise remedy any damage caused by their ESA.
- If residence life /director of housing/anyone in the campus community finds a student's ESA's waste, inside dorms, the residence halls or outside, then the student may be fined, and after 3 written warnings the ESA may be subject to removal in the interest of public health.
- Students must be thoughtful and courteous of other residents.
- Students must not leave ESA alone in their room for more than 8 hours.
- An ESA must NEVER be left in a car unattended on campus
- An ESA must be removed from campus for aggressive behavior.
- An ESA must be removed from campus for disruptive behavior: including, but not limited to, excessive barking, excessive whining, excessive growling and wandering.
- An ESA must be removed from campus if it is ill.
- In the event of an emergency, the ESA must be picked up within 8 hours by a non-SEU resident.
- "Potty Area" between the two Residence Halls. By the white statue, there is a bench and garbage can. Have your own plastic bags in case the dispenser runs out.
- Hose outside of O'Connor Hall on parking lot side, if needed

- No “play dates” with the other dogs
- Dogs must be on a leash at all times outside the owner’s room
- Please be respectful of people with allergies
- ESA must be given appropriate care, food, freshwater and daily exercise as appropriate for their species.